

**CONFIDENTIAL**

8 FEB 1963

MEMORANDUM FOR: Executive Assistant to the Deputy Director (Research)

SUBJECT : Agency Records Disposition Activities

1. The attached two charts show the cubic feet of records on hand and the records destroyed by all headquarters offices for the Fiscal Years 1957 - 1962. These charts were prepared from data furnished by headquarters records officers.

2. Application of records disposition policies and procedures throughout the Agency resulted in the following achievements in FY 1962:

a. The destruction of records at headquarters offices reached a new high of 23,973 cubic feet, the equivalent of almost 3,000 safes - 10 per cent more than in 1961.

b. Sixty-eight per cent of all Agency records holdings, the equivalent of over 20,000 safes, is housed in office space and equipment.

c. Thirty-two per cent, the equivalent of over 9,000 safes, representing records having a relatively low reference rate is kept in the Agency Records Center.

d. While records holdings increased by 6 per cent during FY 1962, it was due almost entirely to the transfer of functions from the Department of State to the DD/I area.

Description:

EV-DD/S:KPL:msd (2 Lpn 02)

3. I do not know in what respects, if any, your records problems may differ from those in other Agency areas, but if you have any problems I hope you will call upon  CIA Records Administration Officer, for assistance.

25X1

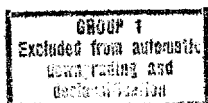
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Executive Assistant to the

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2 Atts: Charts

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Subject: Agency Records Disposition Activities

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2. Application of records disposition policies and procedures throughout the Agency resulted in the following achievements in FY 1962:

a. The destruction of records at headquarters offices reached a new high of 23,973 cubic feet, the equivalent of almost 3,000 safes -- 10% more than in 1961.

b. Sixty-eight percent of all Agency records holdings, the equivalent of over 20,000 safes, is housed in office space and equipment.

c. Thirty-two percent, the equivalent of over 9,000 safes, representing records having a relatively low reference rate is kept in the Agency Records Center.

d. While ~~the~~ records holdings increased by 6% ~~over~~ *during FY 1962,* last ~~year~~ it was due almost entirely to the transfer of functions from the Department of State to the DDI Area.

3. *I do not know in what respects, if any,*  
~~While I realize that your records problems may differ somewhat from those in other agency areas, I suggest that you have someone in your office contact [redacted] CIA Records Administration Officer, who can advise you on organizing a DDI Records Management Program.~~  
*for assistance.*

25X1

25X1

Attachments (2)

*Orig 1 - adse  
2 - dds  
1 - Cin XA Officer*  
*but if you have any problems I hope you will call upon*